

Retention and Classification Report

Agency: Sandy (Utah). City Council (3051)

10000 centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

84972 City Council minutes

AGENCY: Sandy (Utah). City Council

SERIES: 84972

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TITLE: City Council minutes

DATES: i 1893-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1893 through 1978.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)